

## SIGN PERMIT APPLICATION

| TO BE COMPLETED BY PLANNING COUNTER STAFF  |              |                 |  |
|--|--------------|-----------------|--|
| FILE NUMBER <b>AD</b>  |              | RECEIPT # _____ |  |
| PROPERTY LOCATION/ ADDRESS   |              | DATE _____      |  |
| QUAD #   | ZONING       | AMOUNT _____    |  |
| PD ZONING FILE #   | PERMIT FILE# | BY _____        |  |
| <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL |              |                 |  |

| TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)   |                   |                                 |          |
|---|-------------------|---------------------------------|----------|
| PROPERTY LOCATION/ ADDRESS  |                   |                                 |          |
| ASSESSOR'S PARCEL NUMBER(S) <i>(Attach Map)</i>   |                   |                                 |          |
| DESCRIPTION OF THE PROPOSED SIGNAGE <i>(include the number of signs, indicate whether attached or free standing, dimensions and total square footage)</i> |                   |                                 |          |
|   |                   |                                 |          |
|   |                   |                                 |          |
|   |                   |                                 |          |
| PRINT NAME OF PROPERTY OWNER  |                   | DAYTIME TELEPHONE #<br>(      ) |          |
| ADDRESS   | CITY              | STATE                           | ZIP CODE |
| REQUIRED ORIGINAL SIGNATURE OF PROPERTY OWNER <b>X</b>  |                   | DATE                            |          |
| CONTACT PERSON  |                   |                                 |          |
| PRINT NAME/COMPANY  |                   |                                 |          |
| ADDRESS   | CITY              | STATE                           | ZIP CODE |
| PHONE #<br>(      )   | FAX #<br>(      ) | E-MAIL ADDRESS                  |          |

Permit Adjustments, including sign permits, must be hand delivered and are processed in the Planning Divisions, Room 400, from 9:00 a.m. to 11:30 a.m. on Monday, Wednesday and Friday, 10:00 a.m. to 11:30 a.m. on Tuesday and Thursday, and 1:00 p.m. to 4:30 p.m. Monday thru Friday and in the Building Division, Room 200, from 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday thru Friday.

**THIS APPLICATION MUST BE SUBMITTED IN PERSON  
and MUST BE COMPLETE.**

Please complete the **FRONT** Sheet of this application and provide the following.  
**INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**

- ☐ **FILING FEE** \$265\* - Checks are made payable to the "City of San Jose".  
 \$26 for each additional sign after the 1st.  
 \$531\* for each adjustment after the 1st to process simultaneously.  
 \$126\* per hour for consultation regarding review of a proposal prior to filing the application.

*\*includes General Plan Update fee*

- ☐ **ASSESSOR'S PARCEL MAP** marked with the project location.

- ☐ **PHOTOGRAPHS** of existing buildings, existing signage and surrounding area.

- ☐ **THREE (3) COPIES** of plans for the signs that include:  
 a.) **SITE PLAN, drawn to scale** containing the following information

- Dimensions of subject property, lot lines, and existing driveways.
- Streets adjoining the subject property.
- Existing buildings and structures.
- Setback dimensions of existing and proposed signs.
- Existing off-street parking, loading, and circulation areas.
- The location of the proposed signs.
- Dimensioned drawings of proposed sign(s) indicating height, width, the lighting source, color and materials.

- b.) For **ATTACHED SIGNS:**

- Dimensioned elevations of building(s) and occupancy frontage(s) including proposed location of sign on frontage

For **FREE STANDING SIGNS:**

- Dimensioned elevations of the proposed free standing sign.
- Dimensions of subject property, lot lines, and existing driveways.
- Setback dimensions of existing and proposed signs.
- Existing off-street parking, loading, and circulation areas.
- The location of the proposed signs.
- Show all property lines and setback to proposed sign.

- ☐ **MASTER SIGN PROGRAM.** The applicant is required to submit a copy of the approved program for this site with this application, if one exists.

**SIGN PERMIT WORKSHEET**

**PLEASE CONSULT SIGN ORDINANCE (TITLE 23) FOR SIGN REGULATIONS.**

- **NUMBER OF PROPOSED NEW ATTACHED SIGNS** \_\_\_\_\_ **SHOWN ON PLANS.**

Number of Existing Attached Signs \_\_\_\_\_ shown on Plans.

FRONTAGE: Number of Occupancy Frontages \_\_\_\_\_.

(Maximum of one sign per frontage; A ground level occupancy exceeding 20,000 sq. ft. may have up to 3 signs)

AREA: 1st occupancy frontage \_\_\_\_\_  
 (Maximum area is 300 sq. ft. per tenant frontage)

2nd occupancy frontage \_\_\_\_\_

3rd occupancy frontage \_\_\_\_\_

(1st floor allowance cannot exceed one square foot for each linear foot of building frontages

2nd or 3rd floor allowance is one-half of 1st floor area allowance)

▲ Proposed sign area \_\_\_\_\_ sq. ft.

▲ Proposed sign area \_\_\_\_\_ sq. ft.

▲ Proposed sign area \_\_\_\_\_ sq. ft.

- **NUMBER OF PROPOSED FREE-STANDING SIGNS SHOWN ON PLANS** \_\_\_\_\_.

Number of existing free-standing sign on property and show on plans \_\_\_\_\_.

FRONTAGE: Number of Street frontages \_\_\_\_\_.

(Minimum of 100 linear feet of street frontage required for a free standing sign)

AREA: Street Frontage \_\_\_\_\_ ft. divided by 5 ft. = \_\_\_\_\_.  
 (Maximum area is 120 sq. ft. per street/frontage)

▲ Proposed sign size \_\_\_\_\_ sq. ft.

HEIGHT: Proposed Sign Size \_\_\_\_\_ sq. ft. divided by 4 ft. = \_\_\_\_\_.  
 (Maximum height is 20 ft.)

▲ Proposed sign height \_\_\_\_\_ ft.

SETBACK: Proposed Sign Height \_\_\_\_\_  
 (Minimum setbacks: 4 ft. for signs 6 ft. tall or less,  
 6 ft. for signs greater than 6 ft. tall or less than 10 ft.,  
 10 ft. for signs 10 ft. tall or greater.

▲ Proposed sign setback \_\_\_\_\_ ft.

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**and MUST BE COMPLETE.**